UNDERGRADUATE ENROLLMENT
TERM 2, AY 2022-2023

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PROCEDURES FOR ONLINE ENROLLMENT

STEP	ACTIVITY	DATE AND TIME	DETAILS
1	**Account Activation**		For students who paid tuition **after Oct 01, 2022**, activate your My.LaSalle account via https://my.dlsu.edu.ph/create_account.asp
2	**2A: Pre-Enlistment**	Oct 03, 2022 (08:00 am) - Oct 08, 2022 (08:00 pm)	Access http://animo.sys.dlsu.edu.ph to do the following:
	2B: View Actual Enrollment Appointment	Starting Dec 12, 2022	Actual enrollment appointment at http://animo.sys.dlsu.edu.ph to do the following:
	2C: View Actual Enrollment Count		Actual enrollment count and class number may be viewed at https://enroll.dlsu.edu.ph/dlsu/view_course_offerings
3	**Settlement of Clearance**	Deadline until Dec 03, 2022	Access http://animo.sys.dlsu.edu.ph to do the following:
4	**Online Enrollment**	Jan 04, 2023 – Jan 07, 2023, and Jan 10, 2023 – Jan 11, 2023 See timeslots in the "Online Enrollment Schedule" ***(click below)*** via Animo.sys via SERP	Log in at http://animo.sys.dlsu.edu.ph to do the following: ***(for recently activated MLS account, Animo.sys can be accessed after 30 minutes)*** View the unique identifier for each course code and section at https://enroll.dlsu.edu.ph/dlsu/view_course_offerings
			REMINDERS • A **RETENTION FEE** corresponding to the dropping period will be charged to students who will **DROP** courses after the start of the term.

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Revised as of 03 January 2023

The Lasallian Core Curriculum Office (LCCO) prepared the following open/available slots for **all GE courses with classroom enrollment capacity of 45 students:**

- Day 1 = 20 slots per section
- Day 2 = 33 slots per section
- Day 3 = 45 slots per section

Further, in enrolling for the GE courses, students will not be restricted to enrolling provided that:

- Student has an enrollment appointment already or rightfully scheduled (based on priority - 1st DL, Advance, 2nd DL, per College)
- Subjects being enrolled still have available slots following the pre-determined slots per day/per course
- Student has no pending/unsettled clearance

ONLINE ENROLLMENT SCHEDULE via Animo.sys

All ID 122 Undergraduate students (except Transferees) for T1, AY 2022-23, will be **blocked enrolled.**

All Taft-based students and Laguna College students with ID 113 and above (including ID 121) will follow the schedule below.

The **last day** of online enrollment ends on **Jan 14, 2023 (23:59).**

***Dean's List of TERM 2, AY 2021-2022 as of 20-Dec-2022**

Those with enrollment concerns may coordinate with their respective Associate Dean and Academic Programming Officer for assistance

Students must ensure that he/she has taken the pre-requisite of the subjects, a student who did not pass the pre-requisite will be dropped and will be charged with 20% retention fee.

SCHEDULED STUDENTS	ID NUMBERS	COLLEGES	START DATE	START TIME
Dean's List – First Honors Dean's List (with Pre-enlistment)	ID 119* and below*	CLA/BAGCED	Jan 04, 2023	08:00 am
	ID 119* and below*	GCOE / COS		09:30 am
	ID 119* and below*	RVRCOB / SOE		11:00 am
	ID 119* and below*	LC / CCS / LAGUNA COLLEGE		12:30 pm
	ID 120*	CLA/BAGCED		02:00 pm
	ID 120*	GCOE / COS		03:30 pm
	ID 120*	RVRCOB / SOE		05:00 pm
	ID 120*	LC / CCS / LAGUNA COLLEGE		06:30 pm
	ID 121*	CLA/BAGCED		08:00 pm
	ID 121*	GCOE / COS		09:30 pm
	ID 121*	RVRCOB / SOE	Jan 05, 2023	08:00 am
	ID 121*	LC / CCS / LAGUNA COLLEGE		09:30 am
Advance Enrollees Recommended by Offices (with Pre-enlistment)	ID 119 and below	All Colleges		11:00 am
	ID 120 & 121	All Colleges		02:00 pm
Dean's List – Second Honors Dean's List (with Pre-enlistment)	ID 119* and below*	CLA/BAGCED		05:00 pm
	ID 119* and below*	GCOE / COS		06:30 pm
	ID 119* and below*	RVRCOB / SOE		08:00 pm
	ID 119* and below*	LC / CCS / LAGUNA COLLEGE		09:30 pm

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ONLINE ENROLLMENT SCHEDULE via Animo.sys

SCHEDULED STUDENTS	ID NUMBERS	COLLEGES	START DATE	START TIME
Dean's List – Second Honors Dean's List (with Pre-enlistment)	ID 120*	LC / CCS / LAGUNA COLLEGE	Jan 06, 2023	08:00 am
	ID 120*	CLA / BAGCED		09:30 am
	ID 120*	GCOE / COS		11:00 am
	ID 120*	RVRCOB / SOE		12:30 pm
	ID 121*	LC / CCS / LAGUNA COLLEGE		02:00 pm
	ID 121*	CLA / BAGCED		03:30 pm
	ID 121*	GCOE / COS		05:00 pm
	ID 121*	RVRCOB / SOE		06:30 pm
Enlistment – GCOE / BAGCED / COS (with Pre-enlistment)	ID 120 and below	**GCOE / BAGCED / COS**		08:00 pm
	ID 121 and 122 **(transferee and with failure/s on T1 AY 22-23)**	**GCOE / BAGCED / COS**	Jan 07, 2023	08:00 am
Enlistment – RVRCOB / LC / SOE (with Pre-enlistment)	ID 120 and below	**RVRCOB / LC / SOE**		11:00 am
	ID 121 and 122 **(transferee and with failure/s on T1 AY 22-23)**	**RVRCOB / LC / SOE**		02:00 pm
Enlistment – CCS / CLA / LAGUNA COLLEGE (with pre-enlistment)	ID 120 and below	**CCS / CLA /** LAGUNA COLLEGE		05:00 pm
	ID 121 and 122 **(transferee and with failure/s on T1 AY 22-23)**	**CCS / CLA /** LAGUNA COLLEGE		08:00 pm
All Student who did not pre-enlist	All ID Numbers	All Colleges	Jan 10, 2023	08:00 am
INTER-COLLEGE Enlistment	ID 119 and below	RVRCOB/ LC / SOE		12:00 pm
	ID 120, 121 and 122 **(transferee and with failure/s on T1 AY 22-23)**	RVRCOB/ LC / SOE		02:00 pm
	ID 119 and below	CCS / CLA / LAGUNA COLLEGE		05:00 pm
	ID 120, 121 and 122 **(transferee and with failure/s on T1 AY 22-23)**	CCS / CLA / LAGUNA COLLEGE	Jan 11, 2023	08:00 am
	ID 119 and below	GCOE / BAGCED / COS		11:00 am
	ID 120, 121 and 122 **(transferee and with failures on T1 AY 22-23)**	GCOE / BAGCED / COS		02:00 pm

LAGUNA COLLEGE – ONLINE ENROLLMENT SCHEDULE via SERP

All Laguna-based Students ID 112 and below

COLLEGES	Enrollment Period	DAYS	TIME
GCOE, CCS, and RVRCOB	**Jan 04, 2023 - Jan 11, 2023** (except Holiday)	Mon - Fri	08:00 AM - 12:00 PM 01:00 PM - 05:00 PM
		Sat	08:00 AM - 12:00 PM

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PROCEDURES FOR ONLINE ENROLLMENT

STEP	ACTIVITY	DATE AND TIME	DETAILS
5	**EAF Printing**	**Jan 13, 2023 (F)**	ITS will send an EAF to the Student's DLSU Gmail account. A student that is newly enrolled and those who still make adjustments to their enrollment **must have their updated EAF** starting the given schedule below for EAF Printing. Kindly log in and download your updated EAF through **https://my.dlsu.edu.ph/**

DATE	TIME	COLLEGE	ID
Jan 16, 2023 (M)	08:00 AM – 09:00 AM	CLA	ID 119 & below
	09:01 AM – 10:00 AM		ID 120
	10:01 AM – 11:00 AM		ID 121
	11:01 AM – 12:00 PM		ID 122
	12:01 PM – 01:00 PM	GCOE	ID 119 & below
	01:01 PM – 02:00 PM		ID 120
	02:01 PM – 03:00 PM		ID 121
	03:01 PM – 04:00 PM		ID 122
	04:01 PM – 05:00 PM	CCS and COS	ID 119 & below
	05:01 PM – 06:00 PM		ID 120
	06:01 PM – 07:00 PM		ID 121
	07:01 PM – 08:00 PM		ID 122
Jan 17, 2023 (T)	08:00 AM – 09:00 AM	RVRCOB	ID 119 & below
	09:01 AM – 10:00 AM		ID 120
	10:01 AM – 11:00 AM		ID 121
	11:01 AM – 12:00 PM		ID 122
	12:01 PM – 01:00 PM	BAGCED and SOE	ID 119 & below
	01:01 PM – 02:00 PM		ID 120
	02:01 PM – 03:00 PM		ID 121
	03:01 PM – 04:00 PM		ID 122
	04:01 PM – 05:00 PM	LAGUNA COLLEGE	ID 119 & below
	05:01 PM – 06:00 PM		ID 120
	06:01 PM – 07:00 PM		ID 121
	07:01 PM – 08:00 PM		ID 122
Starting Jan 18, 2023 (08:00 AM) until Mar 18, 2023 (08:00 PM)		**ALL COLLEGES**	

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OTHER ENROLLMENT INFORMATION

ACTIVITY	DATE AND TIME	DETAILS
Returnees	Dec 12, 2022 – Jan 11, 2023 (08:00 pm)	1. Students with inactive DLSU Gmail accounts must send the email using their personal email address and attach a copy of your DLSU ID to the Academic Programming Officer of their college. 2. Accomplish the Google Forms below according to your college using DLSU Gmail: LAGUNA COLLEGE: Returnee_LagunaCollege BAGCED: http://bit.ly/Returnee_BAGCED CCS: http://bit.ly/Returnee_CCS CLA: http://bit.ly/Returnee_CLA GCOE: http://bit.ly/Returnee_GCOE COS: http://bit.ly/Returnee_COS RVRCOB: http://bit.ly/Returnee_RVRCOB SOE: http://bit.ly/Returnee_SOE 3. Animo.sys will be activated and an email about activation details will be sent to the student DLSU Gmail 4. Student will have to do the online enrollment after the activation for MLS/Animo.sys account **starting Jan 12, 2023 to Jan 21, 2023.**
Special Class Enrollment	Jan 04, 2023 – Jan 18, 2023 (08:00 pm)	**SUBMISSION THROUGH GOOGLE FORMS** Students must accomplish the Google Form of the college where the students would want to enroll in a special class using the student DLSU email: LAGUNA COLLEGE: Special_Class_LAGUNA BAGCED: https://bit.ly/UG_Special_Class_BAGCED CCS: https://bit.ly/UG_Special_Class_CCS CLA: https://bit.ly/UG_Special_Class_CLA COS: https://bit.ly/UG_Special_Class_COS GCOE: **Kindly coordinate with GCOE-Associate Dean** RVRCOB: https://bit.ly/UG_Special_Class_RVRCOB SOE: https://bit.ly/UG_Special_Class_SOE
	Jan 19, 2023 – Jan 28, 2023 (08:00 pm)	**EVALUATION AND APPROVAL OF THE DEPARTMENT AND COLLEGES/SCHOOL** 1. Applications shall be evaluated by the Colleges and Departments. After evaluation, the College shall inform the student of the decision regarding the submitted Application for Special Class not later than **Feb 01, 2023**. 2. Revised EAF can be downloaded **after three (3) working days** upon information of the approval or **not later than Feb 04, 2023.**
	REMINDERS 1. Students must have **no pending clearance/s** with other offices. 2. Students must pay for the courses enrolled online following the **deadline for payment without a surcharge.** 3. **Incomplete requirements will not be processed.** Before submitting, make sure that you accomplished all necessary requirements needed for processing.	

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Revised as of 03 January 2023

OTHER ENROLLMENT INFORMATION

ACTIVITY	DATE AND TIME	DETAILS
Online Enrollment for Free Electives or Minors	Jan 04, 2023 – Jan **14**, 2023 (08:00 PM)	**Reminders:** • In accordance with the HDA from the Office of the Provost posted May 20, 2022, **The no-tuition arrangement for Free Electives and Free Minor courses shall also cease starting Term 1 AY 2022-2023.** Thus, students who will enroll in Free Elective / Minor will be charged proper tuition and fees. • Secure prior approval from the Academic Department offering the course/s before enrolling. 1. Enrollment for Free Electives or Minors for Manila-based students can be done online through animo.sys.dlsu.edu.ph during the student's schedule of online enrollment. Please see Step 4 for the online enrollment process and to view the unique identifier for each course code and section, please see this link: https://enroll.dlsu.edu.ph/dlsu/view_course_offerings *Note: Enrollment for Free Electives/Minors from Laguna students in a Manila section must coordinate with Ms.* **maricel.delaroca@dlsu.edu.ph**, *otherwise it can be done through animo.sys* 2. Download immediately the updated EAF once successfully enrolled the Free Electives or Minors through your MLS account.
Inter-Campus Enrollment	Jan 11,2023 – Jan 14, 2023 (08:00 PM)	Inter-Campus Cross Enrollment can be done online during the student's schedule of online enrollment. *Note: Inter-Campus from Laguna to Manila is not allowed, for any appeal please coordinate with Ms.* **maricel.delaroca@dlsu.edu.ph**
Audit Class Enrollment	Jan 16, 2023 – Jan 28, 2023 (08:00 PM)	1. Students must accomplish the Application for Audit Class http://bit.ly/Audit_Class 2. OUR will coordinate with the Associate Dean of the College/School and will request their endorsement 3. Once cleared, Enrollment In-Charge will encode the courses to the enrolled subjects of the students. 4. An email will be send to the student once the application is processed. Students may start to download and print the updated EAF through an MLS account. **REMINDERS** 1. Student must have **no pending clearance/s** with other offices 2. **Incomplete requirements will not be process.** 3. Before submitting, make sure that you accomplished all necessary requirements needed for processing.
Online Enrollment / Adjustment ***(Except for ID 122 students who were block enrolled)***	Jan 16, 2023 (08:00 AM) – Jan 21, 2023 (08:00 PM)	A **RETENTION FEE** corresponding to the dropping period will be charged to students who will **DROP/SWAP** courses once the term starts. Log in animo.sys.dlsu.edu.ph

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OTHER ENROLLMENT INFORMATION

ACTIVITY	DATE AND TIME	DETAILS
Leave of Absence Application **Effective for Term 2, AY 2022-2023** ***LOA is only applicable to eligible students***	Dec 12, 2022 – Mar 18, 2023 (08:00 PM)	1. Students must accomplish the application for LOA and upload necessary documents to this Google Form https://bit.ly/Undergraduate_LOA ➢ Medical certificates with a clear contact number of attending physicians [with email validation from HSO and OCCS (for mental health concerns)] is required. ➢ Consent Letter and Valid ID of the Declared Guardian ➢ Supporting Documents (if applicable only) 2. OUR will coordinate with the Offices below for the endorsement of an application, student to ensure that any clearance hold is settled before filing application. ➢ **OCCS** ➢ **SDFO** ➢ **OCFO** ➢ **HSO** ➢ **Associate Deans** 3. A response receipt shall be send to the student. 4. Once endorsed by the above offices are complete the LOA request shall be for final review and decision of the OUR. 5. Once approved, the student will be duly advised on the status of the request through email not later than 2 weeks after the submission of application. 6. Following the LOA policy, student may be on leave for a maximum of two (2) terms only. **It is the responsibility of the student to ensure that all necessary forms and documents must be submitted. Thus, an incomplete application will not be processed**.
Undergraduate Shifting Procedure and Schedule	You may find more details here: https://www.dlsu.edu.ph/wp-content/uploads/pdf/registrar/schedules/shifting_ug.pdf	

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TUITION FEE PAYMENT

ACTIVITY	DEADLINE
Payment **Without** Surcharge	Until Jan 28, 2023 (Saturday)
Payment **With** Surcharge	From Jan 29, 2023 to Feb 11, 2023
Last Day of Payment and Payment of 2nd Half **(Installment)**	Feb 11, 2023
Auto-Dropping of Enrolled Course/s Without Payment	Feb 11, 2023 05:00 PM
For two (2/3) installment payments	Mar 03, 2023
For three (3/3) installment payments	Apr **22**, 2023 (Saturday) *Tentative: Eid'l Fitr*

DETAILS

- Students may check their MLS view assessment to verify their official receipt (OR) after 10 working days from payment
- For those who are not able to receive their OR details including RF (for scholars) after ten (10) working days, please accomplish this **https://bit.ly/Proof_of_payment_FAQ**

REMINDERS:

1. For further clarification or question, an email may be sent to: **cashiers@dlsu.edu.ph**
   a) Unposted payments
   b) Requests for Official Receipts (OR's)
   c) Tuition balances
   d) Payment channels

   ocfo.studentservices@dlsu.edu.ph
   a) Refunds
   b) Credit memos (scholars)
   c) Clearances
   d) Certifications
2. Please save a screenshot of your view assessment from your immediate previous term as OR details are reflected, you may need this for activation of your MLS account.
3. Sample installment computation may be found through https://www.dlsu.edu.ph/wp-content/uploads/pdf/accounting/guidelines/payment-options-full-and-installment.pdf

PROCESS OF TUITION FEE PAYMENT

ONLINE PAYMENT

1. Kindly log-in to your MLS account and click the **View Assessment (with online payment)**.
2. Online Payment using VISA and MASTERCARD credit cards and debit cards.
3. Online Fund Transfer (Mobile Phone/Internet Banking) by account holders of BDO, BPI, METROBANK, RCBC, UCPB, and UNIONBANK

OVER-THE COUNTER-BANK PAYMENT

Account Name	Bank
DE LA SALLE UNIVERSITY MANILA	BDO
	Land Bank (P. Ocampo Branch only)
	METROBANK
	RCBC
	selected UCPB branches
	UNIONBANK

For more details, please refer to this link
http://www.dlsu.edu.ph/offices/accounting/payments/default.asp

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DEADLINE OF DROPPING COURSES

REFUND	START DATE	END DATE
100%	Jan 04, 2023	Jan 21, 2023
90%	Jan 22, 2023	Jan 28, 2023
50%	Jan 29, 2023	Feb 04, 2023
0%	Feb 05, 2023	Feb 11, 2023
Withdrawal of Courses **(NO Refund)**	Feb 12, 2023	Mar 18, 2023 (08:00 pm only)

PROCEDURES FOR DROPPING COURSES

TYPE OF DROP	ID NUMBER	STEPS
Online Dropping Monday- Saturday (until 08:00 pm)	• **ID 121 and below** • **For All Laguna-based Students** **ID 112 and below, it is done through SERP** • **Returnee**	Log in at http://animo.sys.dlsu.edu.ph and follow these steps which are applicable for **Taft-based students** and **Laguna-based students** with **ID 113 to 120** found in the following:
Manual Dropping	• **ID 122** • **Student with Inactive animo.sys account** **REMINDER:** • Student must have **no pending clearance/s** with other offices	1. Student must accomplish the Application for Manual Dropping Form: **https://bit.ly/Manual_Dropping_UG_GS** 2. OUR will coordinate with the Associate Dean of the College/School for their endorsement. 3. Once cleared, Enrollment In-Charge will drop the courses from the enrolled subjects of the students. 4. An email be send to the student once the application has been processed. 5. Students may then download and print the updated EAF through an MLS account.

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CONTACT INFORMATION

ENROLLMENT SUPPORT	DATE AND OFFICE HOURS	DETAILS
NOTE: Except Saturdays, Sundays / Holidays / Non-working days	Jan 04, 2023 to Mar 04, 2023	• For the complete list of fees, you may visit **GLOSSARY_FEE** • For the approximate computation of tuition and fees you may visit **TUITION_FEE_CALCULATOR** • Please visit the FAQs and report form before submitting an issue **ENROLLMENT_FAQS** • For concern/s, kindly email **OUR** at registrar@dlsu.edu.ph. For **ITS,** kindly visit **ENROLLMENT LOG** using your DLSU account.
Lunch Break: (Mondays to Fridays) 12:00 noon to 01:30 pm	**Available office hours for enrollment concerns:** • Mon-Fri from 08:00 am to 05:00 pm • Sat from 08:00 am to 12:00 pm	

	DLSU Trunkline	For Enrollment	
OUR-ENROLLMENT Contact Information	**(632) 8-524-46-11** **local 116**	Mon – Fri	09:00 AM to 12:00 NN and 01:30 PM to 04:30 PM
		Sat	09:00 AM to 12:00 NN

COLLEGE CONCERNS	COLLEGE/SCHOOL	EMAILS	
		Associate Dean	Academic Programming Officer (APO)
For the following **but not limited** to: • Audit Class Enrollment • Manual Dropping • Free Electives/ Minors • Special Class	**Laguna College (LC)**	assocdeanLC@dlsu.edu.ph	MS. MARICEL DELA ROCA maricel.delaroca@dlsu.edu.ph
	Br. Andrew Gonzalez College of Education (BAGCED)	assocdeanBAGCED@dlsu.edu.ph	MS. LIBERTY SANTOS liberty.santos@dlsu.edu.ph
	College of Computer Studies (CCS)	assocdeanCCS@dlsu.edu.ph	MS. HAZEL R. VENTURA hazel.ventura@dlsu.edu.ph
	College of Liberal Arts (CLA)	assocdeanCLA@dlsu.edu.ph	MS. GINA ESPENILLA gina.espenilla@dlsu.edu.ph
	College of Science (COS)	assocdeanCOS@dlsu.edu.ph	MS. MA. CRISTINA TISMO ma.cristina.tismo@dlsu.edu.ph
	Gokongwei College of Engineering (GCOE)	assocdeanGCOE@dlsu.edu.ph	MR. EDDIEMON PANEM eddiemon.panem@dlsu.edu.ph
	Ramon V. del Rosario College of Business (RVRCOB)	assocdeanRVRCOB@dlsu.edu.ph	MS. LILLIBETH R. SUTILO lillibeth.sutilo@dlsu.edu.ph
	School of Economics (SOE)	assocdeanSOE@dlsu.edu.ph	MS. PURISIMA G. LIPATA purisima.lipata@dlsu.edu.ph